

# BULLETIN

FEDERAL MEDIATION AND CONCILIATION SERVICE

**SUBJECT:** Fire Evacuation Procedures

**No.:** 83-BUL-136  
**Date:** December 12, 1983

**To:** National Office Employees  
Washington Field Office Employees

**From:** Dan W. Funkhouser  
Director of Administrative Services

The Administrative Services Division has outlined the following procedures for use during emergency evacuations. Please become familiar with the procedures. Any questions should be directed to Gary Crawford or me.

In the event of a fire which requires evacuation, the interior fire alarm should be activated. This is done by "pulling" the alarm box handle. Alarm boxes are located on each floor on the wall opposite the water fountains. This alarm does not notify the Fire Department. Notification to the Fire Department is the responsibility of the Administrative Services Division. The employee who activates the alarm should notify Administrative Services (653-5310) or the lobby guard station (653-5319) as to the location of the fire. The alarm is a steady, uninterrupted ringing of fire alarm bells located at east and west ends of the building on each floor.

After activation of the alarm, the following procedures should be followed for evacuation:

1. Stop working immediately. Terminate all telephone calls, conferences and meetings.
2. If the time permits, close all windows and doors to individual offices. (In the event of a bomb threat, do not close windows or doors).
3. Walk to the stairwell corridors.
4. DO NOT USE THE ELEVATORS.
5. Obey instructions of floor wardens.
6. Proceed down the stairway as instructed.  
(See Attachment A)
7. Exit the building as instructed once you reach lobby level.

Any employee in the FMCS Building who needs assistance in evacuating due to a handicap or medical problem should contact Administrative Services immediately to make plans for special help.

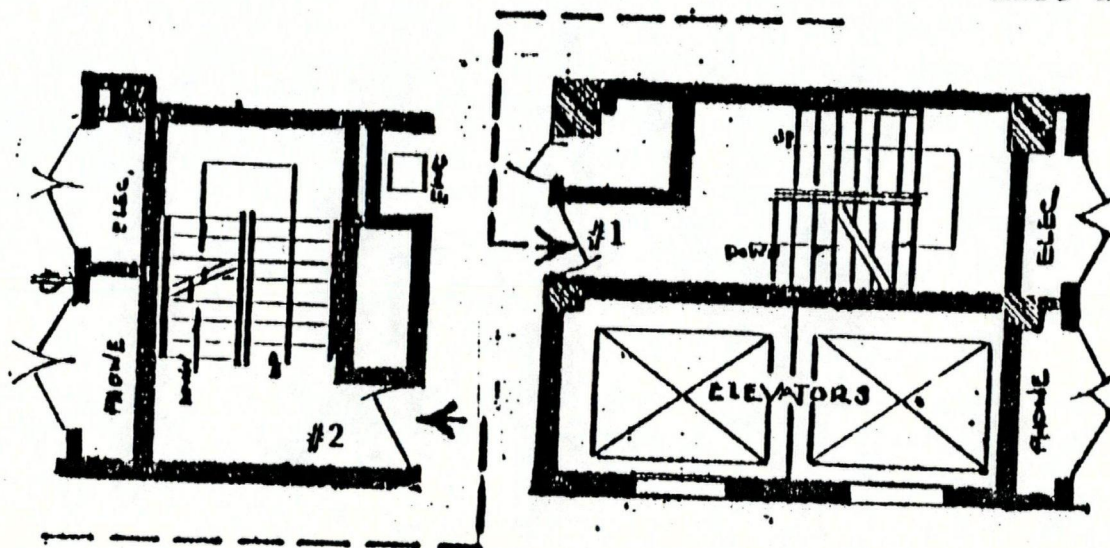
Attachment

# F. M. C. S.

All employees on  
West side of building  
must use stairwell 1.

east

21 - street



west

All employees on  
East side of building  
must use Stairwell 2

north

K street